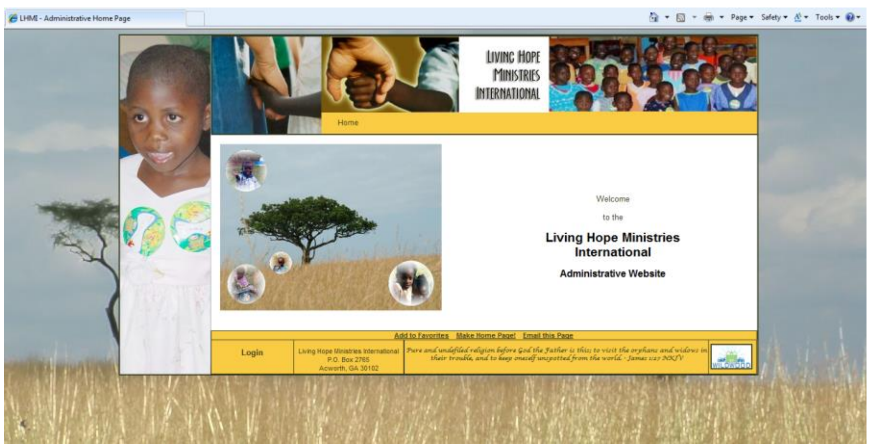
Living Hope Ministries, International



Administrative Site

User Manual

Contents

Menu Items

The menu items will show up based on the security settings that you are given. There are three main sections of the program: Child information, Sponsor Information and Payment information. You may have access to one or more sections. If you don't have security access to a section of the system, those menu items won't be visible.

Sponsor Information

To access the information related to sponsor information, your menu bar should look similar to the following:

Payment Information

To access the information related to payments, your menu bar should look similar to the following:

Child Information

To access the information related to child information, your menu bar should look like the following:

Admin

To access all areas of the system, our menu bar should look like the following:

Home

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Select/Update/Add a Child
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Post Deposits to QB
Check sponsors

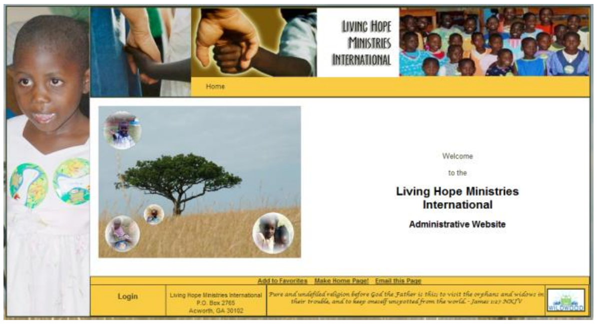
Admin

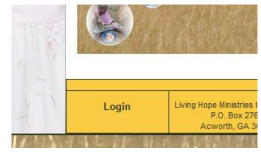
Import Data from Excel File
Review & Accept Child Import Data
Review & Accept Chief Import Data
Review & Accept Prayer Request Data

User

Change Password

Home





This is the main webpage for the Living hope Manager. The Web address is www.livinghopemanager.org. To begin you must login. The login button is located at the bottom left of the screen.

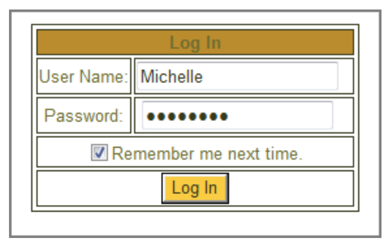
After you log in the window display changes, you will have menu items available based on your security setting, also the login changes to logout, and your username is also displayed in the login in box.

Log In

This is the Log in webpage.

Log In Box

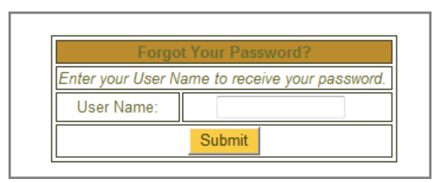
Enter your user name and password into this window. The remember me checkbox will remember you by adding a cookie to the user machine. If you are going to be logging in several times within the next few days, this will prevent you from having to log in every time. The length of the "remember me" parameter is currently set to basically forever; we can reset this to another length of time if needed.



If you are logging on to a public machine or a machine that is not your normal machine, do not check remember me. If you do, a cookie is saved on that computer, and we will not require a login on that machine anymore. This is a security risk.

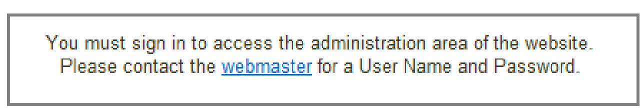
Forgot your Password?

Typing your user name into the form and pressing the select button will send your password to the email address that we have on file for you. This happens immediately. See the Security section for more information.



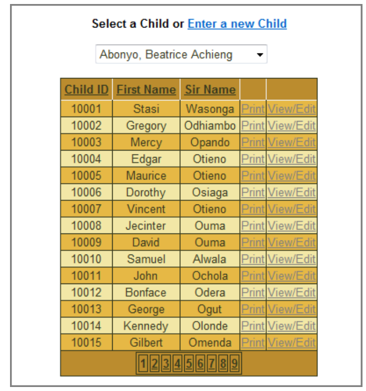
Need a User Name and Password?

Selecting webmaster will allow you to send Jon (or the current webmaster) an email requesting a username and password for the Living Hope Manager system.



Children

Select/Update/Add a Child

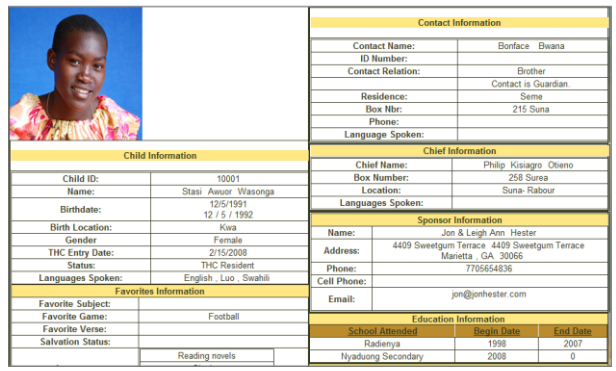


You may select a child by either choosing from the drop down list box. The children's names are in alphabetical order. You may choose View/Edit from the Grid. The children are in Child ID order in the Grid. To enter a new child, select the Enter a new Child link.

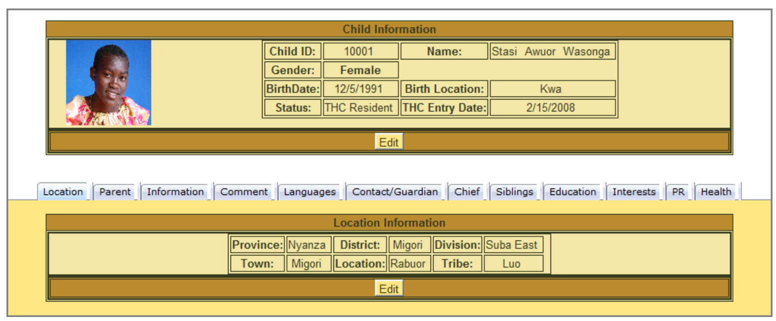
If you choose print from the grid, the child information will be displayed in a printer friendly format. If you wish to print all the children, use the Child report under the Reports->Sponsor Reports menu.

Print

This allows you to print one child's information at a time.

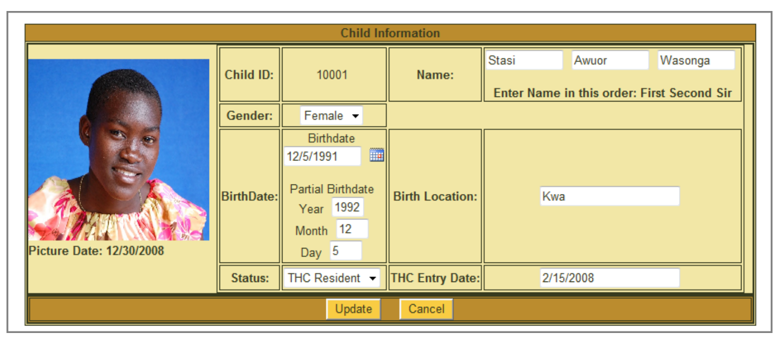


View/Edit



The general child information is located on the top half of the page. The bottom half of the page contains tabs that contain the rest of the information about this child. To change information about this child, choose the Edit button directly below the information you wish to change.

Edit



If you select the edit button in to top portion of the page, the window will change to edit mode and you will be able to edit information about the child. If you know the complete birth date of the child enter it into the birth date field. If you only know a partial birth date use the partial birth date fields.

Picture: Picture files are located in \images\ChildPhotos\ of the website. Each file is named with the ChildID and the extension .jpg. For example, Stasi Wasonga is childID 10001 and her picture is located in a file named 10001.jpg. In the future we may expand this to include several pictures of the child. Updating this file will update the picture on the website.

Child ID is generated by the system and cannot be changed. This is a unique identifier that will be used for this child the entire time they are with Living Hope.

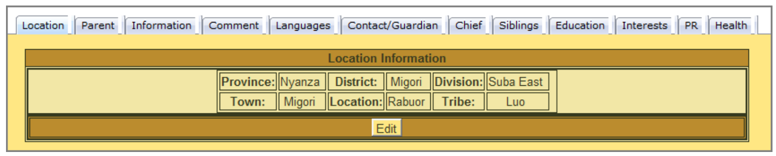
THC entry date is the date that the child moved into the Hope Center.

Child Status	Description
Declined	Child does not meet LHMI requirements for sponsorship or residence in the Hope Centre
Graduated	Former Resident or Sponsored child no longer under LHMI
In Review	Information in review
Sponsored	LHMI provides support via school fees, clothing, food, medical, etc.
THC Resident	Lives at the Hope Centre
Unknown	Unknown status of this child. (A new child record will default to this.)

Delete

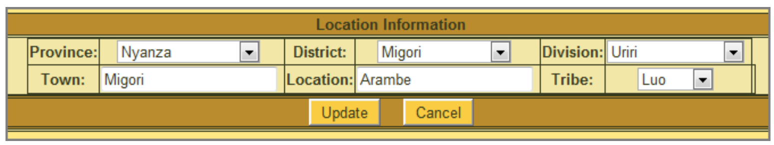
You are not allowed to delete a child because payment data/history is linked to children based on sponsorship. To "Disable" a child, from showing up in the system, you may change the child's status. Currently children whose status is "graduated" or "declined" do not appear in any reports, or on the public website.

Location Information



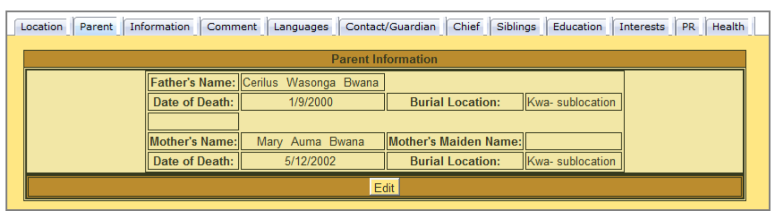
Location information includes Province, District and Division in which the child is from. Also, the town, location and tribe of the child are located on this tab.

Edit



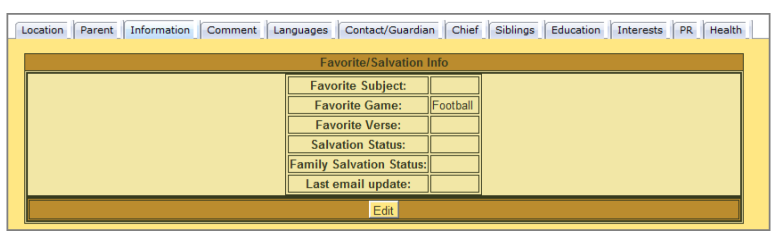
Values in the list boxes for Province, District, Division and Tribe come from the values defined in Values List menus. For example, if I were adding a new child, and the child's tribe was not in the current list. I would go to Values List -> Tribes and add the tribe. Then come back to this page and the new tribe will be in the drop down list. Currently the values in Town and Location are a textbox. We need to make sure that Town names are spelled consistently within the system.

Parent information



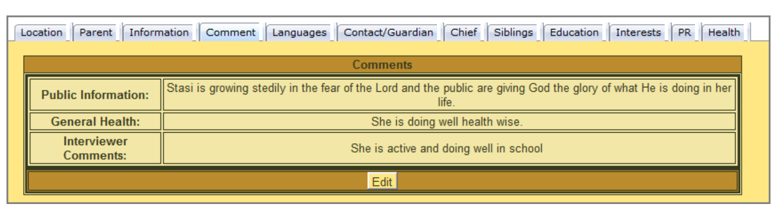
Parent information includes the father's first, second and sir name, date of death and burial location. Mother's first, second, sir and maiden name, date of death, and burial location.

Information



The information tab includes: Favorite subject, game and verse, salvation status of the child and of the child's family. The Last email update field is not used at this time. In the future, we will be able to email updates to the sponsors when this information changes.

Comment Information



Public information is general comments about this child. This information is displayed on the LHMI child information page.

General Health is a general comment about the child's health. This information is displayed on the LHMI child information page.

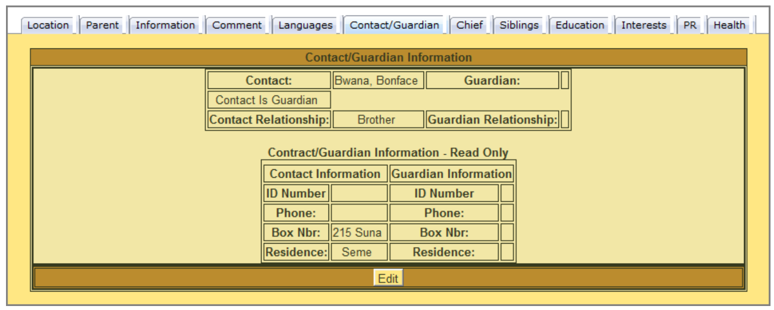
Interviewer's Comments are private comments that are not displayed anywhere on the public site.

To edit any of these fields, select the edit button. The edit page will display, make the changes and select update to save the changes.

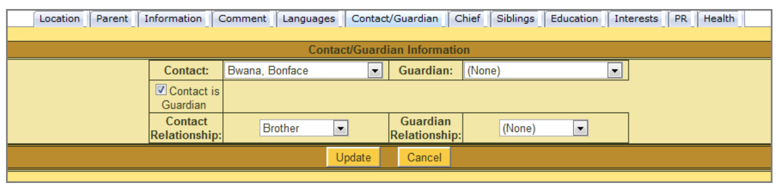
Languages

These are the languages that the child speaks. To insert a new language select the new link on the top row, to delete a language, select delete on the row of the language you wish to delete.

Contact/Guardian Information

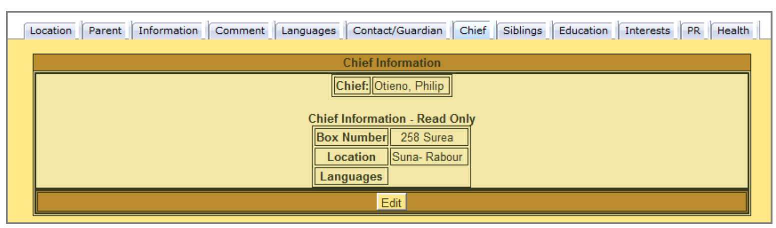


Contact information is read only. You can change the contact/guardian from this page, but you cannot change information about the contact/guardian. Contact/Guardian information is changed on the Values List->Contact/Guardian Page. This page is designed this way because many contacts/guardians are the same for several children. This ensures consistency in guardian information.



The image below is the Contact/Guardian page in "Edit" mode. The contact for the child can be changed, but not the actual information about the contact/guardian.

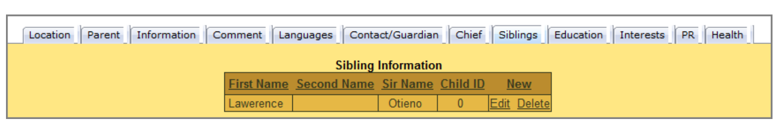
Chief Information



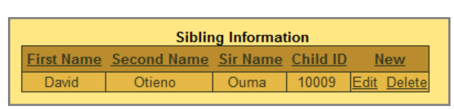
This identifies the chief in charge of the child's case. You may change the chief for the child on this page. To change actual information about a chief you must change it under Values List->Chief. This assures consistency within Chief information.

This is the Chief page in edit mode.

Siblings Information



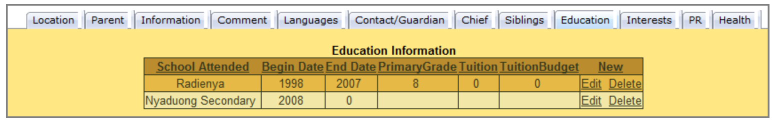
These are the siblings of the child. The siblings may or may not be in the Living Hope System. If the siblings have a record in the system, the siblings Child ID will be listed under Child ID, otherwise it will be blank or 0.



The first example, the child has a sibling, but they are not in our system. The second example the sibling is in our system,

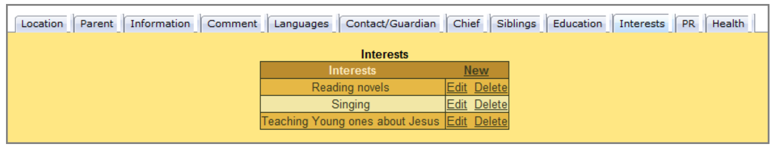
identified by Child ID 10009.

Education Information



This is the education information. Eventually we will track tuition costs for each child with this page. Begin year is the year they started and end date is the last year they attended the school. Primary Grade is the highest grade they completed in that school.

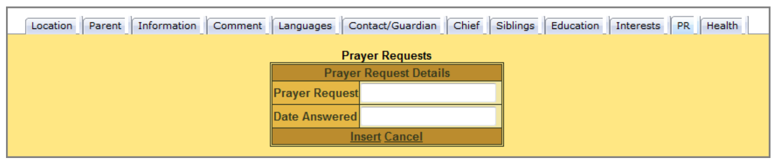
Interests



These are the interests of the child. There can be an unlimited number of Interests. These interests show up on the child information page.

Prayer Requests

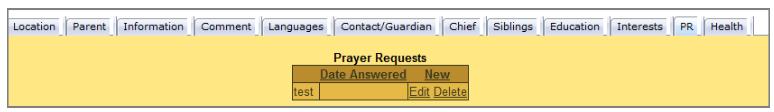
Insert a new Prayer Request



This is the prayer request page. Prayer requests show up in the child information. We could use this information to mail prayer requests to sponsors.

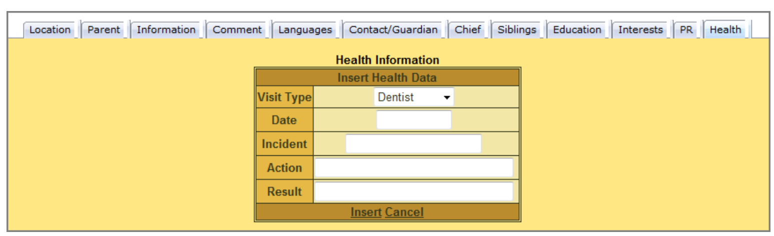
This is how the page will look if there are not any prayer requests. In order to enter prayer requests, enter the request in the prayer request field and select Insert from the footer row.

Existing Prayer Requests



If there are existing prayer requests, the page will look like this image. To edit the prayer request select the edit link in the right most column. To delete the prayer request, select the delete link on the correct row. To add a new prayer request select New in the last column of the top row.

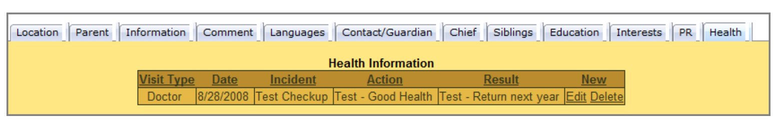
Health



Insert a new Health Record screen

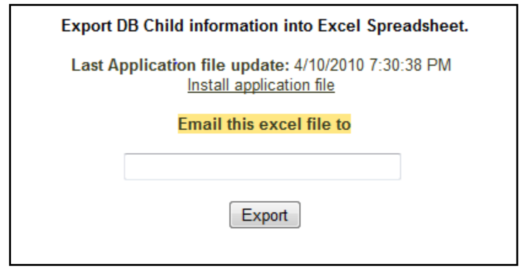
This is the page when no health records for the child exist. There is an excel file that can be filled out and emailed to us from Kenya. We will then import those records into this table.

Existing Health Records

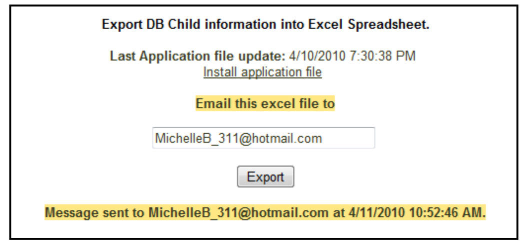


This is the health record page when health records are present.

Export Child data to Excel

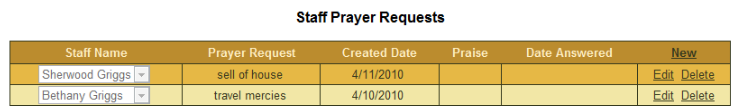


This is how you create a new excel file from the child information currently in the database. If you would like to install a new application file (LHMIChildInfo.Application), select the Install application file hyperlink. If the date of your current file is the same as the date displayed on the window, there's no need to download the file, it will be the same.



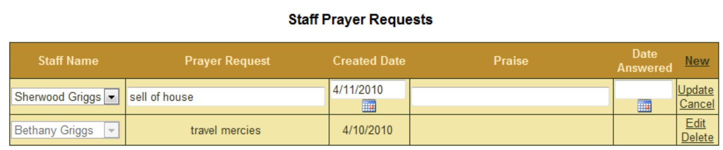
Enter the email address that you want the excel file (and the application file if selected) sent. Select the export button. The excel file will be emailed to the address you entered in to the field. This process may take a few minutes, unless you get an error message stating that an error has occurred, just wait a little longer. A message will be displayed when the import is complete. Note: the LHMI Administrative Server lives in the Central Time Zone. If you are in the Atlanta area, the time will be an hour earlier on the message.

Staff Prayer Requests

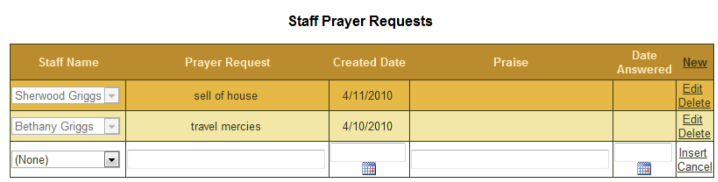


These are the prayer requests of the staff of the Hope Centre in Migori. This information will be used to display a prayer request page on the LHMI.org website.

Edit Prayer Requests



When you select edit, the fields in that row become editable. To change the dates, you can type the date, or select it from the calendar. Select the calendar icon to display the calendar.



To enter a new prayer request, select the new button in the top right column. To delete a prayer request, select the delete button.

When you've selected the staff name, entered the prayer request and entered the created date, select the insert hyperlink. The new record will be created.

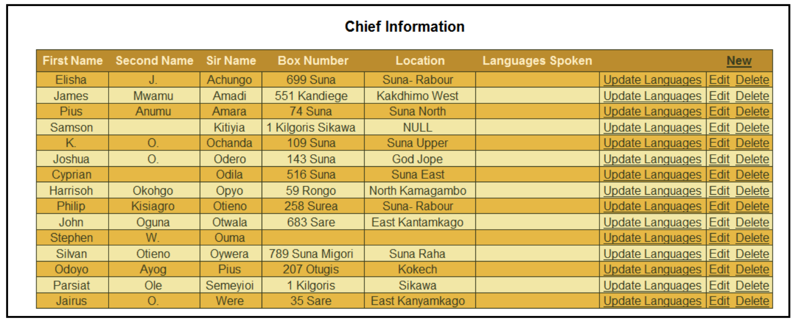
To enter an update to a prayer request or a praise, select the appropriate prayer request and then select edit. You will then be able to change/update the prayer request.

Values List

The values list allows you to add/modify values that are used other places within the system. This ensures that each time you select a value it will be consistent.

Chief

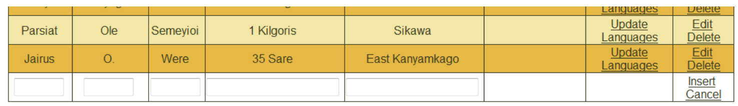
A Chief in Kenya is like a judge and has authority over the children's welfare. Since one chief is in charge of many children's cases, it makes sense to only have to enter information about the chief one time, and then select the appropriate chief that is in charge of a certain child. When you select Values List->Chief you will see a page that looks similar to this one.



Chief Information

First Name	Second Name	Sir Name	Box Number	Location	Languages Spoken		New
Elisha	J.	Achungo	699 Suna	Suna- Rabour		Update Languages	Edit Delete
James	Mwamu	Amadi	551 Kandiege	Kakdhimo West		Update Languages	Edit Delete
Pius	Anumu	Amara	74 Suna	Suna North		Update Languages	Edit Delete
Samson		Kitiyia	1 Kilgoris Sikawa	NULL		Update Languages	Edit Delete
K.	O.	Ochanda	109 Suna	Suna Upper		Update Languages	Edit Delete
Joshua	O.	Odero	143 Suna	God Jope		Update Languages	Edit Delete
Cyprian		Odila	516 Suna	Suna East		Update Languages	Edit Delete
Harrisoh	Okohgo	Opyo	59 Rongo	North Kamagambo		Update Languages	Edit Delete
Philip	Kisiagro	Otieno	258 Surea	Suna- Rabour		Update Languages	Edit Delete
John	Oguna	Otwala	683 Sare	East Kantamkago		Update Languages	Edit Delete
Stephen	W.	Ouma				Update Languages	Edit Delete
Silvan	Otieno	Oywera	789 Suna Migori	Suna Raha		Update Languages	Edit Delete
Odoyo	Ayog	Pius	207 Otugis	Kokech		Update Languages	Edit Delete
Parsiat	Ole	Semeyioi	1 Kilgoris	Sikawa		Update Languages	Edit Delete
Jairus	O.	Were	35 Sare	East Kanyamkago		Update Languages	Edit Delete

To add a new chief, select the New button from the top right corner. A new row will appear at the bottom of the list for you to enter data about the new chief.

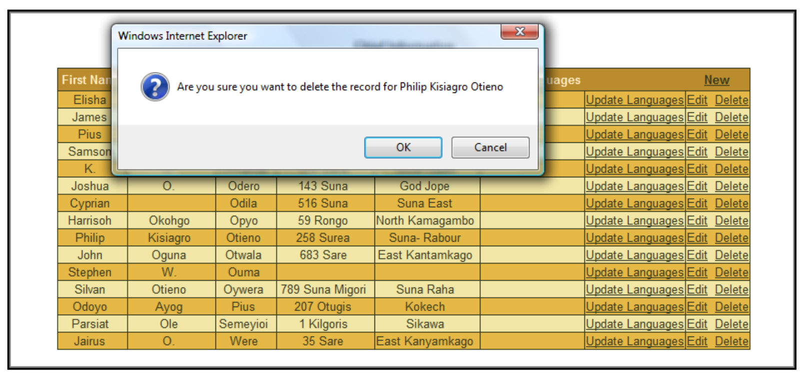


Parsiat	Ole	Semeyioi	1 Kilgoris	Sikawa		Update Languages	Edit Delete
Jairus	O.	Were	35 Sare	East Kanyamkago		Update Languages	Edit Delete
							Insert Cancel

After you add the information and select Insert, the new chief will be inserted into the list in alphabetical order.

To edit a chief, select the edit button on the row of the chief you wish to edit. The row will change to edit mode. After you make changes, select update to save changes and return to view mode. Cancel will return to view mode without saving changes. To update Language information, choose the update Languages link, you will be taken to a separate window, which you can add/delete languages, these languages will be added to the Chief languages list when you return to this screen.

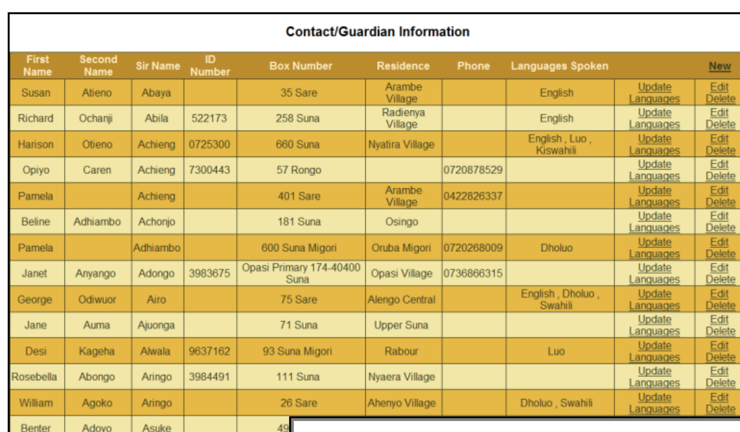
To delete a chief, select the delete button, you will be asked to confirm a delete. If this chief is being used, (if this chief is assigned to a child), you will not be allowed to delete the chief until all children are reassigned to another chief.



Contact/Guardian

The contact/guardian information is entered by using this page. You insert/edit/delete data from this screen in the same manner you do the chief information. Please see the chief section for details about insert/edit/deleting data.

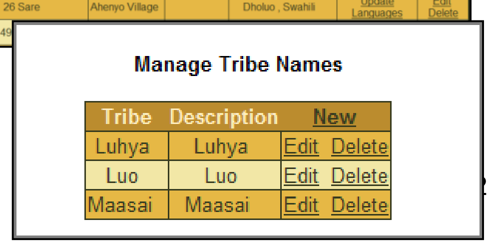
Contact/Guardians cannot be deleted while they are assigned as a contact/guardian to a child.



Contact/Guardian Information

First Name	Second Name	Sir Name	ID Number	Box Number	Residence	Phone	Languages Spoken		New
Susan	Atieno	Abaya		35 Sare	Arambe Village		English	Update Languages	Edit Delete
Richard	Ochanji	Abila	522173	258 Suna	Radienya Village		English	Update Languages	Edit Delete
Harison	Otieno	Achieng	0725300	660 Suna	Nyatira Village		English , Luo , Kiswahili	Update Languages	Edit Delete
Opiyo	Caren	Achieng	7300443	57 Rongo		0720878529		Update Languages	Edit Delete
Pamela		Achieng		401 Sare	Arambe Village	0422826337		Update Languages	Edit Delete
Beline	Adhiambo	Achonjo		181 Suna	Osingo			Update Languages	Edit Delete
Pamela		Adhiambo		600 Suna Migori	Oruba Migori	0720268009	Dholuo	Update Languages	Edit Delete
Janet	Anyango	Adongo	3983675	Opasi Primary 174-40400 Suna	Opasi Village	0736866315		Update Languages	Edit Delete
George	Odiwuor	Airo		75 Sare	Alengo Central		English , Dholuo , Swahili	Update Languages	Edit Delete
Jane	Auma	Ajuonga		71 Suna	Upper Suna			Update Languages	Edit Delete
Desi	Kageha	Alwala	9637162	93 Suna Migori	Rabour		Luo	Update Languages	Edit Delete
Rosebella	Abongo	Aringo	3984491	111 Suna	Nyaera Village			Update Languages	Edit Delete
William	Agoko	Aringo		26 Sare	Ahenyo Village		Dholuo , Swahili	Update Languages	Edit Delete
Benter	Adoyo	Asuke		49					

Tribes



Manage Tribe Names

Tribe	Description	New
Luhya	Luhya	Edit Delete
Luo	Luo	Edit Delete
Maasai	Maasai	Edit Delete

This is where you manage tribe names. These are the values that will show up in the tribe dropdown list box when you are inserting/editing child information. Tribes cannot be deleted while they are being referenced by a child record. You insert/edit/delete data from this screen in the same manner as described in the chief section.

Health Visit Types

This is where you manage Health visit types. These values show up on the health tab of the child information. These may be changed as needed. Currently there are no restrictions on deleting visit types, we probably need to add restrictions when we start tracking health visits of the children. (ie, you can't delete a visit type while it is being used by a child health record.)

Health Visit Type Labels

Visit Type	Description	New	
Dentist	Tooth Doctor	Edit	Delete
Doctor	test test	Edit	Delete
Eye Doctor		Edit	Delete
Specialist	test1	Edit	Delete

Contact/Guardian Relationship Values

This is where the values are entered for the relationship dropdown list box on the Contact/guardian page. This is to ensure that each time we use a relationship that we spell it the same way. Originally, there were stepmother, Stepmother and StepMother all as relationship values in the system. Relationship cannot be deleted if they are referenced by a Contact/guardian record.

Contact/Guardian Relationship Values

Relationship	New	
Aunt	Edit	Delete
Brother	Edit	Delete
Brother-in-law	Edit	Delete
Cousin	Edit	Delete
Grandfather	Edit	Delete
Grandmother	Edit	Delete
Guardian	Edit	Delete
Mother	Edit	Delete
Sister	Edit	Delete
Sister-in-law	Edit	Delete
Stepfather	Edit	Delete
Stepmother	Edit	Delete
Uncle	Edit	Delete

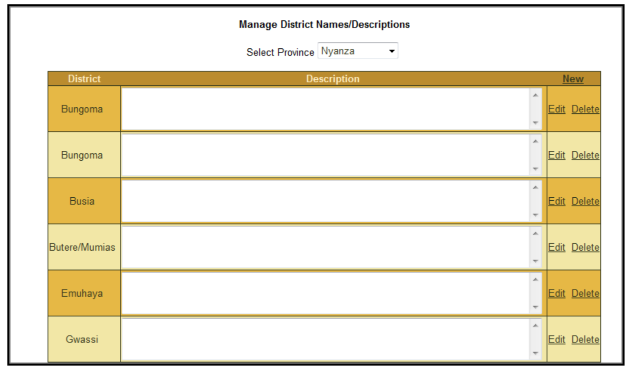
Province

This is where you enter/update the provinces of Kenya. Each province has a description. This may be used later to provide information to sponsors about the area their child lives in. **If you delete a Province, all district and all divisions within that province are also deleted.**

Manage Province Names

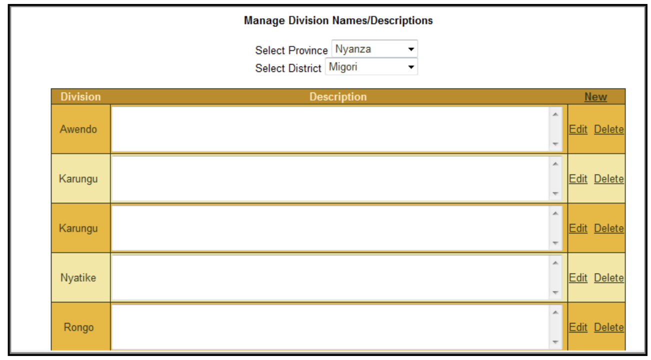
Province	Description	New	
Central	Central Province covers the area around Nyeri to southwest of Mt. Kenya. It is the ancestral home of, among others, the g.e.m.a communities.	Edit	Delete
Coast	s seven administrative provinces outside Nairobi. It comprises the Indian Ocean coastal strip with the capital city at Mombasa and is inhabited by the Mijikenda and Swahili, among others.	Edit	Delete
Eastern	The Eastern Province of Kenya is one of seven regions of the country. Its northern boundary is with Ethiopia; the North Eastern Province and Coast Province lie to the east and south;	Edit	Delete
Nairobi	Nairobi Province is one of eight provinces in Kenya. It shares common boundaries with Nairobi city, the capital of Kenya, but functions as a state unit.	Edit	Delete
North Eastern	The North Eastern Province of Kenya, bordering Somalia, is one of Kenya s seven administrative provinces outside Nairobi.	Edit	Delete
Nyanza	Nyanza Province, on Lake Victoria, is in the southwest corner of Kenya. Nyanza includes part of the eastern edge of Lake Victoria and is inhabited predominantly by the Luo. The word Nyanza means	Edit	Delete
Rift Valley	s seven administrative provinces outside Nairobi. Rift Valley Province is the largest and one of the most economically vibrant provinces in Kenya. It is dominated by the Great Rift Valley	Edit	Delete
Western	The Western Province of Kenya, bordering Uganda, is one of Kenya s seven administrative provinces outside Nairobi. It is west of the Eastern Rift Valley and is inhabited mainly by the Luhya	Edit	Delete

District



Each District is associated with a Province. As you select different provinces from the list box, the districts will change. Each District also has an information space in which to provide data about that district. This would be used in informational mailings. **If you delete a district, all divisions within that district are also deleted.**

Division



Each Division is associated with a province and a district. As you select different provinces, the districts will change. As you select different districts, the divisions will change. Each division also has an information space in which to provide data about that division. This would be used in formational mailings.

Staff

Next release -- I need to add a window that allows you to add/change/delete the names of staff members at the hope center. This will be used to populate the staff prayer request staff name combo box. Currently this table contains Staff name and job title. This will also be displayed on the main website. If you need changes made to this table, email them and I will change the database, for now, until this window is created.

Payment Schedule Values

This is where you set up the values for the payment schedules found on the sponsor page. The days late value determines when the sponsor's name will show up in the late payment reports. For example based on the "Days Late" values below, a sponsor who pays monthly and is currently 45 days late would show up on the Late Payment report. A sponsor who pays quarterly will not show up on the Late Payments report until 105 days since his last payment.

Payment Schedules

Pmt Sched	Days Late	Description	List Order	New	
1	45	Monthly	1	Edit	Delete
2	105	Quarterly	2	Edit	Delete
3	425	Yearly	3	Edit	Delete
0		One Time	5	Edit	Delete

Payment Schedule	This is the payment schedule number, it can be any number, but it can't be the same as another payment schedule number.
Days late	This is the number of days late. A sponsor who's assigned a monthly payment schedule would not be considered late until 45 days after the last payment date.
Description	This is any description that helps you understand payment description.
List order:	This is the way that the payment schedules will show up in any list. 1 will be first in the list, 2 will be second and so on.

You cannot delete a payment schedule until there are no sponsors with that type payment schedule specified.

Payment Schedules

Pmt Sched	Days Late	Description	List Order	New
1	45	Monthly	1	Update Cancel
2	105	Quarterly	2	Edit Delete
3	425	Yearly	3	Edit Delete
0		One Time	5	Edit Delete

Edit/Change a payment schedule

To edit a payment schedule, select edit on the line you wish to change. Make a change and select update to update the values in the database. Pressing cancel on an edit page causes no change.

Delete a payment schedule

To delete a payment schedule, select delete on the line you wish to delete. You cannot delete a payment schedule until there are no sponsors with that type payment schedule specified.

Payment Schedules

Pmt Sched	Days Late	Description	List Order	New
1	45	Monthly	1	Edit Delete
2	105	Quarterly	2	Edit Delete
3	425	Yearly	3	Edit Delete
0		One Time	5	Edit Delete
				Insert Cancel

Create a new payment schedule

To create a new payment schedule, select the new hyperlink in the top right corner of the grid. Once you select new, a new line will appear at the bottom of the grid that you can add a new payment schedule. After adding the information, select insert, to insert the record into the database. If you select cancel while in insert mode, the window returns to the original view, and no record is inserted.

Payment Method Values

This is where you set up values for the Method field in the payments and payment batches pages. You cannot delete a payment method if a payment is using that method. Future values might include MasterCard, Visa, etc. You add/change/delete a method value in the same way you add/change/delete a payment schedule, see the payment schedule section for more information on adding, changing or deleting records.

Payment Method Values List

Method Name	Description	List Order	New	
Check	check payment	1	Edit	Delete
Cash	cash payment	2	Edit	Delete

Payment Class Values

This is where you set up values for the Class field in the payments and payment batches pages. You cannot delete class values if a payment is using that value.

You add/change/delete a class value in the same way you add/change/delete a payment schedule, see the payment schedule section for more information on adding, changing or deleting records.

Payment Class Values List

Class Name	Description	New	
Gen	General Account	Edit	Delete
MT1	Mission Trip 1 - 2009	Edit	Delete
SAC	Sponsor A Child	Edit	Delete

Sponsor

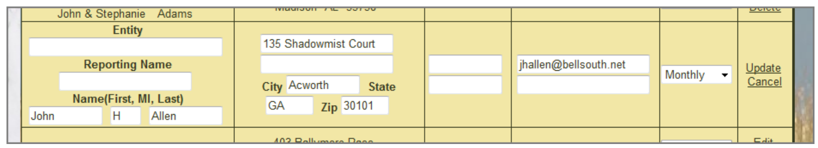
When you select Sponsor off the sponsor Menu, the following page displays. You may enter a new sponsor by selecting the New button in the top right hand column. This will add a row at the bottom of the page for you to type information about the new sponsor.

Sponsor Information

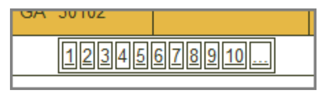
Name	Address	Phone (home/cell)	Email(s)	Pmt Sched	New
James & Rhonda Abee	18 Service Tree Place Palm Coast FL 32164	(386)313-6499	rabee2cfi.rr.com	Monthly	Edit Delete
Accurate Accounting Lynn McCormack	2879 Amesbury Place Kennesaw GA 30144	(678)589-0995		Monthly	Edit Delete
Glenda Adams	3509 Baker Road N.W. ADDRESS3: Suite 403-177 Acworth GA 30101			Monthly	Edit Delete
John & Stephanie Adams	86 Jay Dr. Madison AL 35758			Monthly	Edit Delete
John H Allen	135 Shadowmist Court Acworth GA 30101		jhallen@bellsouth.net	Monthly	Edit Delete
Walt & Brenda Alton	403 Ballymore Pass Woodstock GA 30189	(404)550-8349	balton@comcast.net	Monthly	Edit Delete
Jonathan Anderson	704 Brook Cove Woodstock GA 30188			Monthly	Edit Delete

The Entity name is the organization or company name. The reporting name is the formal name (i.e. most correspondence is addressed to Bob & Ethel Carter, but for tax purposes Robert Carter is used.)

To change information about a sponsor, select edit from the correct row. That row will be displayed in edit mode, so that you can make changes. When you are finished, select update to save changes, or cancel to return to view mode without saving.



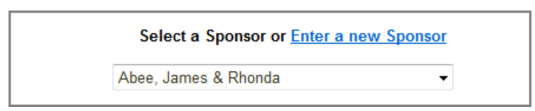
In the case that the data fills more than one page, the last row of the window will look similar to this:



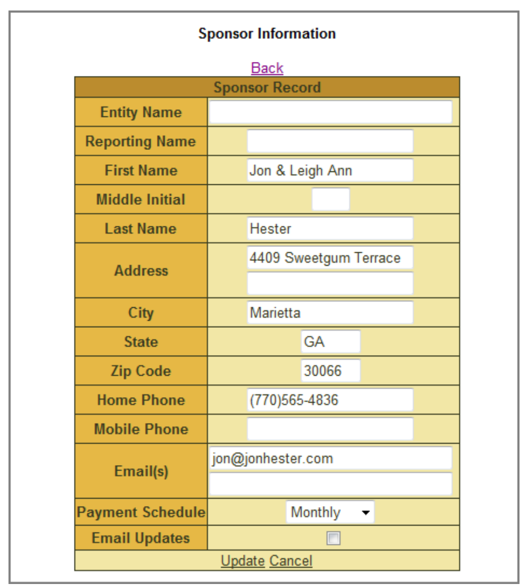
This allows you to page backward and forward to find the correct sponsor.

Sponsor Search

To search for a specific sponsor, you can use the sponsor Search page. The first page asks you to select a sponsor or enter a new one. Sponsors are listed in alphabetical order.



After you select a sponsor, the sponsor information page is displayed. You can make changes on this page and select update to save changes. Cancel will discard any changes.



Sponsor Information

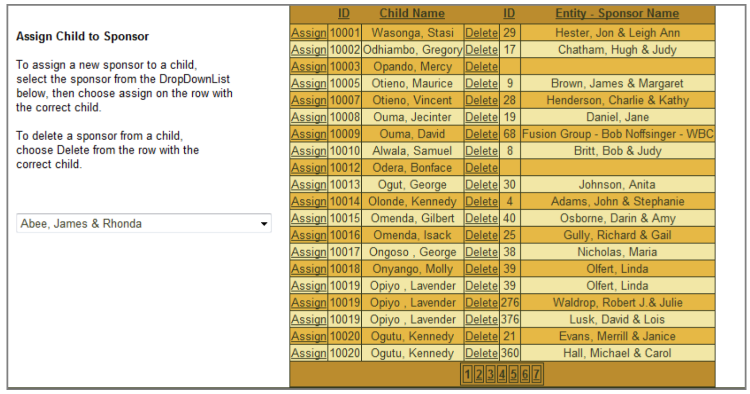
Back

Sponsor Record	
Entity Name	
Reporting Name	
First Name	Jon & Leigh Ann
Middle Initial	
Last Name	Hester
Address	4409 Sweetgum Terrace
City	Marietta
State	GA
Zip Code	30066
Home Phone	(770)565-4836
Mobile Phone	
Email(s)	jon@jonhester.com
Payment Schedule	Monthly
Email Updates	

Update Cancel

Assign Sponsor to a Child

To assign a sponsor to a child, select the correct sponsor from the listbox on the left. Then find the correct child in the grid on the right. Finally select Assign on the row with the correct child. For example to assign James & Rhonda Abee as a sponsor of Mercy Opando, I would select the Abees from the listbox on the left, then I would select the third Assign link down, which is the row that belongs to Mercy Opando. After I select Assign, James & Rhonda would show up in the Sponsor Name column next to Mercy.



To delete a sponsor from a child, find the correct child and sponsor row, and select the delete link. Children with multiple sponsors show up multiple times in the list. Lavender (child ID 10019) and Kennedy (child ID 10020) both have multiple sponsors on the sample window.

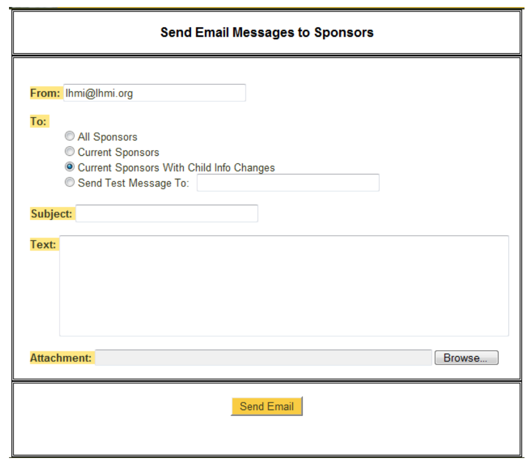
If the child is not on the grid, use the numbers at the bottom of the grid, to get to the correct child.

Send Sponsors Email

Use the Send Sponsors Email window to send multiple sponsors an email.

From: The from field will be the whom the email is sent from. This field will default to lhmi@lhmi.org. Change this field to your email address if you wish.

To: The to field determines which group of sponsors will get this email. The current options are listed in the table.



Radio Button	Meaning	Where found
All sponsors	All sponsors who have an email address and the email updates checkbox is checked	Sponsor Record Sponsor Record
Current Sponsors	This is all the sponsors who are currently sponsoring a child and have an email address and the email updates checkbox is checked	Assign Sponsor to child Sponsor Record Sponsor Record
Current Sponsors with Child info Changes	This is all the sponsors who are currently sponsoring a child and have an email address and the email Updates check box is checked, whose child information has been updated since the date last email	Assign Sponsor to child Sponsor Record Sponsor Record Child Record – Information Tab
Send Test Message To:	This sends a message to only one person (whatever email you put into the text field), so that you can test what the email will look like.	

Subject: This is the text that will appear in the subject line of the email.

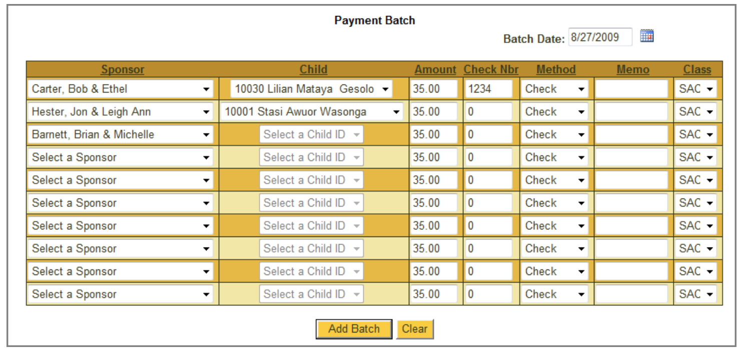
Body: This is what will appear in the body of the email.

Send Email: This will send the emails.

Message: A message will display after you select send, telling you if the send was successful or not.

Attachment: You can send attachments. Use the Browse button to select the file you want to send as an attachment.

Payment Batch



Use the payment batch window, to enter multiple checks from multiple sponsors at one time. The payment batch date defaults to current date. Sponsor is a list box with all current sponsors, if this is a new sponsor, you must go set up the new sponsor before you accept money from them.

After you select the sponsor, only the sponsored children will show up in the child list. If a sponsor has no children sponsored the child list box stays disabled with "select a child ID" showing. This will add a payment with a link to child 0 (or no child).

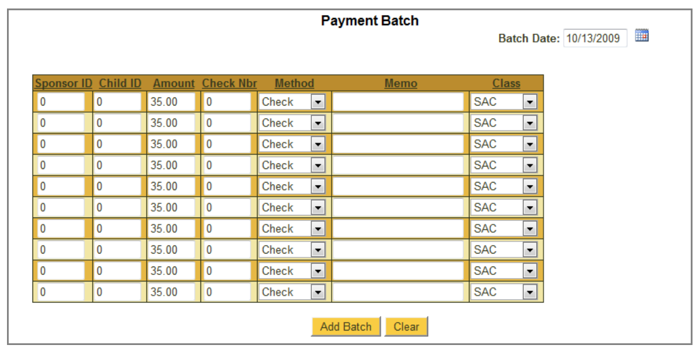
The Amount defaults to $35, which is the current monthly rate.

Current values for Check Method are cash and check. These values can be changed using the Payment Method Values page under Values.

The class list box gets its values from the Payment Class Values screen under the Values lists Menu.

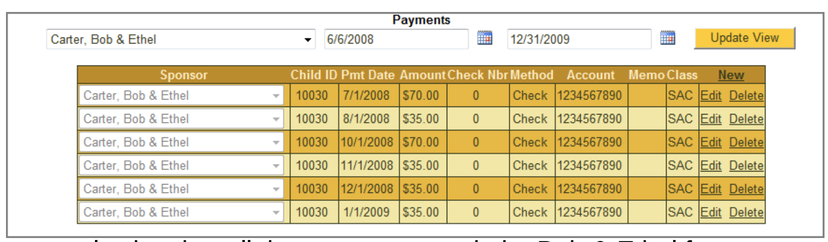
After adding a batch, you will get a message telling you if the addition was successful or not, at the top of the window. To add additional payments, select the clear button, which will reset the window and get you ready to add the next batch.

Payment Batch Fast



This window has the same functionality as Payment Batch, except the sponsor ID and the child ID is not a drop down list box, but a text box. Sponsor ID and Child ID are checked when the Add Batch button is clicked. If either the Sponsor ID or the Child ID are invalid, that payment is not added to the batch. The rest of the batch will process, an error will be displayed indicating the payment that did not get added.

Payments



This window allows you to add one payment or more functionally allows you to look at past payments.

To find specific payment data, select the sponsor from the first list box, then enter from and to dates in the second and third fields, and select update view. This window is currently showing all the payments made by Bob & Ethel from June 2008 thru the end of the year 2009 (Ok, my test data runs out in Jan 2009, but you get the idea).

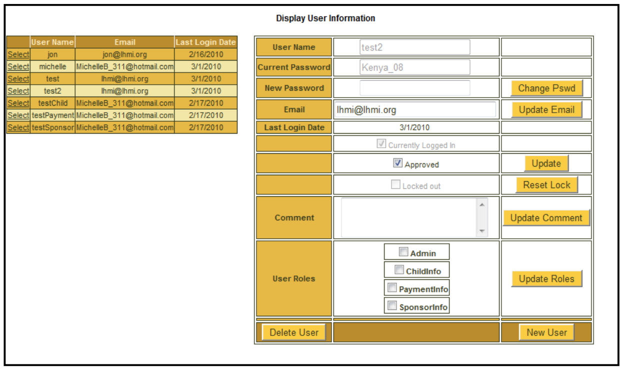
You may edit/delete/insert payments from this window also. For example, if Bob and Ethel actually gave $40 in Jan 2009, you would change it here.

If the payment has already been posted to QuickBooks you will not be able to change it. You will get a message that says something like "`Delete Failed!  This Payment has already been posted to Quickbooks.  Post a correction entry instead.`" In the case above, you would enter an additional $5 payment for Bob & Ethel for Jan 2009.

Security

The security screens should be used by the webmaster. If you are having problems with your user account, see an administrator (Jon Hester) before using this section.

User info



Choose select from the list on the left to see the user information on the right.

Current Password is the user's current password. Type in a new password in the New Password field and select Change Pswd, to change the user's password. Email is the email address the password is sent to when a user forgets his password. (Currently this does not have to be a unique email.) Last Login date was the last time the user logged into the system.

Currently Logged in indicates if the user is currently using the system.

If the approved checkbox is not checked, the user will not be allowed to log in even if the username/password entered is correct.

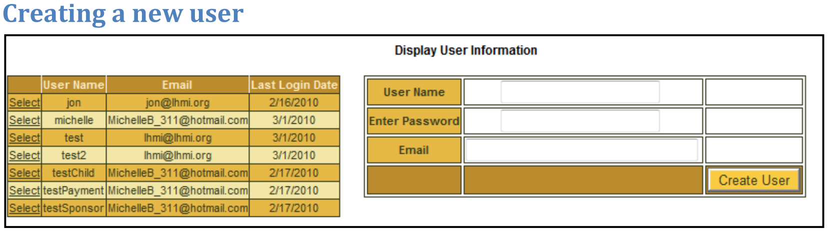
Locked out indicates that the user has tried unsuccessfully to log into the system. After 3 tries, the system will lock the user out, to prevent hacking passwords.

Comment is a free form comment area.

Delete user will delete the current user.

New User will allow you to create a new user.

Creating a new user



To create a new user, enter the user name, password, and email address and select Create User.

Reports

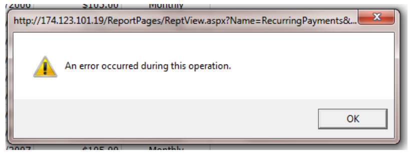
Many of these reports use a blue/white gray-scale for printing. This assumes a color printer is in use. We can change the colors of these reports if needed.

Printing Reports

While the report is displayed on the screen, select the printer icon, to send the report to the printer.

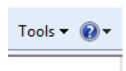
Print Error

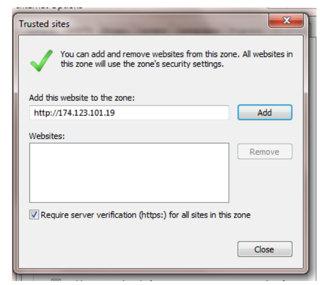
If this error occurs:



If after you press the print button, you see a message that says “An error occurred during this operation”. Your IE will not allow the printing of the error because LHMI Admin is not a trusted site. This is an inbuilt protection for your machine. To make LHMI Admin a trusted site, and allow printing, do the following.

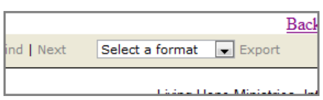
1. Select Tools from the IE menu bar
2. Select internet options
3. Select the trusted sites icon and select the sites button.
4. If you are on the report server page where the error occurred. The website address should be in the box already, all you have to do is select Add. Otherwise you could type the website address into the box and select add.
5. Close the box.

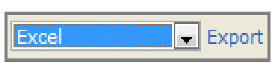


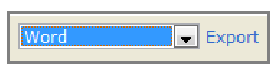


Exporting a Report to Word/Excel Format

To Export any of the payment or sponsor reports Use the Select a Format list box and choose a format. Then select Export. You may export to an acrobat, excel or word file format.

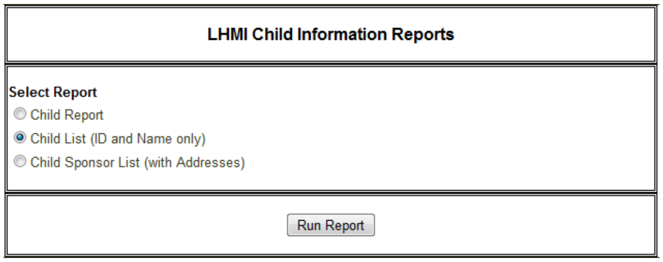






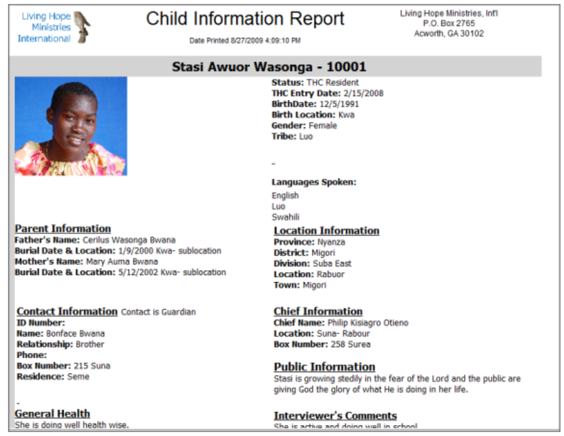
Child Reports

When you select Child reports from the report menu, the following window appears. Select the desired report and press the Run Report button.



Child Report

The Child report is a detailed report including picture of each child. This is all the information we have about this child. Children who have graduated or have been declined do not show up in this report.


Living Hope Ministries International

Child Information Report

Date Printed 8/27/2009 4:09:10 PM

Living Hope Ministries, Int'l
P.O. Box 2765
Acworth, GA 30102

Stasi Awuor Wasonga - 10001

Status: THC Resident
THC Entry Date: 2/15/2008
BirthDate: 12/5/1991
Birth Location: Kwa
Gender: Female
Tribe: Luo

-

Languages Spoken:
English
Luo
Swahili

Parent Information
Father's Name: Cerilus Wasonga Bwana
Burial Date & Location: 1/9/2000 Kwa- sublocation
Mother's Name: Mary Auma Bwana
Burial Date & Location: 5/12/2002 Kwa- sublocation

Location Information
Province: Nyanza
District: Migori
Division: Suba East
Location: Rabuor
Town: Migori

Contact Information Contact is Guardian
ID Number:
Name: Bonface Bwana
Relationship: Brother
Phone:
Box Number: 215 Suna
Residence: Seme

Chief Information
Chief Name: Philip Kisiagro Otieno
Location: Suna- Rabour
Box Number: 258 Surea

Public Information
Stasi is growing stedily in the fear of the Lord and the public are giving God the glory of what He is doing in her life.

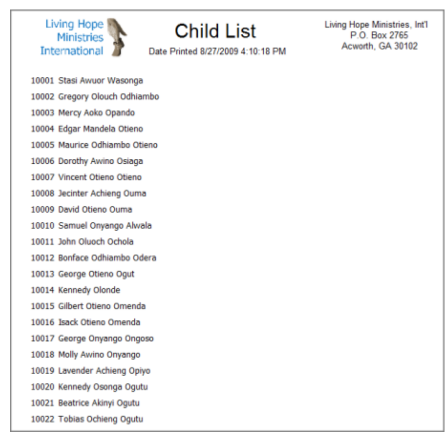
-

General Health
She is doing well health wise.

Interviewer's Comments

Child List

The child list includes only the name and child ID of all the children. This report is sorted by Child ID. Children who have graduated or have been declined do not show up in this report.


Living Hope Ministries International

Child List

Date Printed 8/27/2009 4:10:18 PM

Living Hope Ministries, Int'l
P.O. Box 2765
Acworth, GA 30102

10001 Stasi Awuor Wasonga
10002 Gregory Olouch Odhiambo
10003 Mercy Aoko Opando
10004 Edgar Mandela Otieno
10005 Maurice Odhiambo Otieno
10006 Dorothy Awino Osiaga
10007 Vincent Otieno Otieno
10008 Jecinter Achieng Ouma
10009 David Otieno Ouma
10010 Samuel Onyango Alwala
10011 John Oluoch Ochola
10012 Bonface Odhiambo Odera
10013 George Otieno Ogut
10014 Kennedy Olonde
10015 Gilbert Otieno Omenda
10016 Isack Otieno Omenda
10017 George Onyango Ongoso
10018 Molly Awino Onyango
10019 Lavender Achieng Opiyo
10020 Kennedy Osonga Ogutu
10021 Beatrice Akinyi Ogutu
10022 Tobias Ochieng Ogutu

Child Sponsor List (with Addresses)

This report shows the current sponsors of each child, with the sponsor's address.


Living Hope Ministries International

Child Sponsor Addresses Report

Date Printed 4/13/2010 2:13:53 PM

Living Hope Ministries, Int'l
P.O. Box 2765
Acworth, GA 30102

Abwao, Eunice Achieng	Kelley, Bobby and Aletha 3917 Shiloh Trail W. Kennesaw, GA 30144
	Smith, Carol 4037 Mc Pherson Dr Acworth, GA 30101
Akoth, Bella Oguma	Watson, Drew & Leah 4545 Cavallon Way Acworth, GA 30101
	Morris, Ellis & Deborah 1729 Little Brook Dr. Conyers, GA 30094
Alwala, Samuel Onyango	Britt, Bob & Judy 35 Old Dale Rd. Eufaula, AL 36027
Amwayi, Lorain Owade	Adams, John & Stephanie 86 Jay Dr. Madison, AL 35758
	Spaulding, Barbara 1718 Indian Ridge Drive Woodstock, GA 30189

Sponsor Reports

When you select Sponsor reports from the report menu, the following window appears. Select the desired report and press the Run Report button.

Sponsors

This report displays sponsor information. This report includes sponsor name, address, phone numbers, email addresses and assigned payment schedule.

Living Hope Ministries International

LHMI Sponsor Report

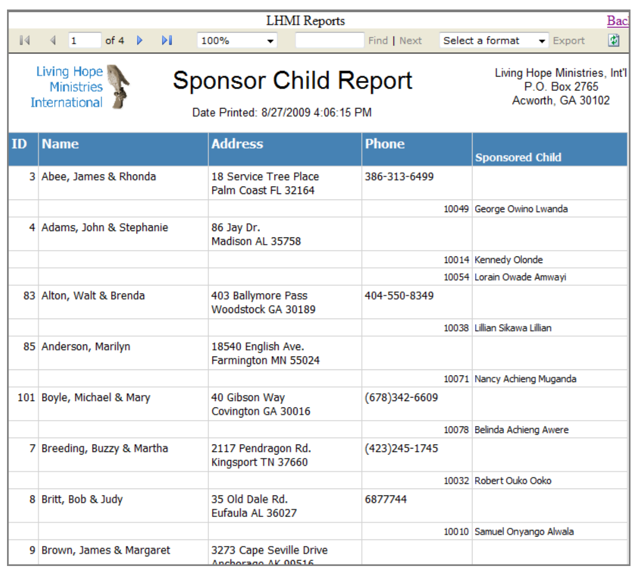
Date Printed: 10/6/2009

Living Hope Ministries, Int'l
P.O. Box 2765
Acworth, GA 30102

ID	Name	Address	Home Phone Mobile Phone	Email	Pmt Sched.
3	Abee, James & Rhonda	18 Service Tree Place Palm Coast, FL 32164	386-313-6499	rabee2cfi.rr.com	Monthly
192	Accurate Accounting - McCormack, Lynn	2879 Amesbury Place Kennesaw, GA 30144	678-589-0995		Monthly
333	Adams, Glenda	3509 Baker Road N.W. Suite 403-177 Acworth, GA 30101			Monthly
4	Adams, John & Stephanie	86 Jay Dr. Madison, AL 35758			Monthly
82	Allen, John	135 Shadowmist Court Acworth, GA 30101		jhallen@bellsouth.net	Monthly
83	Alton, Walt & Brenda	403 Ballymore Pass Woodstock, GA 30189	404-550-8349	balton@comcast.net	Monthly
84	Anderson, Jonathan	704 Brook Cove Woodstock, GA 30188			Monthly
85	Anderson, Marilyn	18540 English Ave. Farmington, MN 55024			Monthly
86	Anderson, Terry and Marsha	240 Falcon Pointe Court Canton, GA 30114		tander8804@windstream.net	Monthly
66	Arnco Baptist Church	81 Arnco 3rd St. Newnan, GA 30263-4516			Monthly

Sponsored Child Report (by Sponsor)

This report displays all sponsor and the child(ren) they sponsor. This list is sorted by sponsor.



LHMI Reports

1 of 4 100% Find | Next Select a format Export

Living Hope Ministries International

Sponsor Child Report

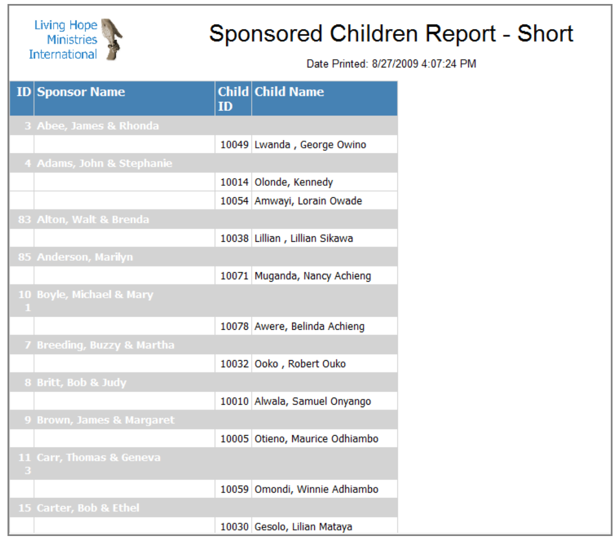
Date Printed: 8/27/2009 4:06:15 PM

Living Hope Ministries, Int'l
P.O. Box 2765
Acworth, GA 30102

ID	Name	Address	Phone	Sponsored Child
3	Abee, James & Rhonda	18 Service Tree Place Palm Coast FL 32164	386-313-6499	
			10049	George Owino Lwanda
4	Adams, John & Stephanie	86 Jay Dr. Madison AL 35758		
			10014	Kennedy Olonde
			10054	Lorain Owade Amwayi
83	Alton, Walt & Brenda	403 Ballymore Pass Woodstock GA 30189	404-550-8349	
			10038	Lillian Sikawa Lillian
85	Anderson, Marilyn	18540 English Ave. Farmington MN 55024		
			10071	Nancy Achieng Muganda
101	Boyle, Michael & Mary	40 Gibson Way Covington GA 30016	(678)342-6609	
			10078	Belinda Achieng Awere
7	Breeding, Buzzy & Martha	2117 Pendragon Rd. Kingsport TN 37660	(423)245-1745	
			10032	Robert Ouko Ooko
8	Britt, Bob & Judy	35 Old Dale Rd. Eufaula AL 36027	6877744	
			10010	Samuel Onyango Alwala
9	Brown, James & Margaret	3273 Cape Seville Drive		

Sponsored child Report (by Sponsor) – Short (No Addresses)

This is the sponsored child report, with no sponsor addresses. This report is sorted by sponsor.



Living Hope Ministries International

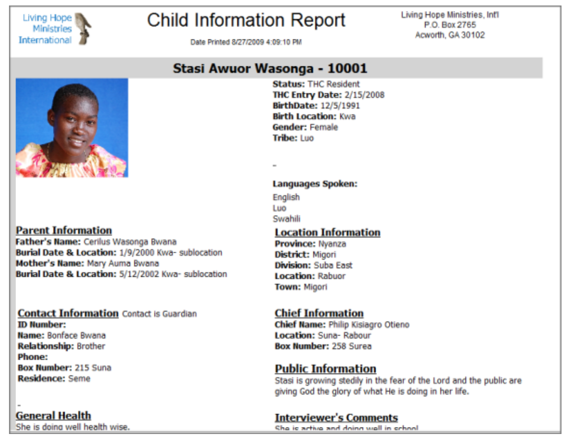
Sponsored Children Report - Short

Date Printed: 8/27/2009 4:07:24 PM

ID	Sponsor Name	Child ID	Child Name
3	Abee, James & Rhonda		
		10049	Lwanda , George Owino
4	Adams, John & Stephanie		
		10014	Olonde, Kennedy
		10054	Amwayi, Lorain Owade
83	Alton, Walt & Brenda		
		10038	Lillian , Lillian Sikawa
85	Anderson, Marilyn		
		10071	Muganda, Nancy Achieng
10 1	Boyle, Michael & Mary		
		10078	Awere, Belinda Achieng
7	Breeding, Buzzy & Martha		
		10032	Ooko , Robert Ouko
8	Britt, Bob & Judy		
		10010	Alwala, Samuel Onyango
9	Brown, James & Margaret		
		10005	Otieno, Maurice Odhiambo
11 3	Carr, Thomas & Geneva		
		10059	Omondi, Winnie Adhiambo
15	Carter, Bob & Ethel		
		10030	Gesolo, Lilian Mataya

Child Report

The Child report is a detailed report including picture of each child. This is all the information we have about this child. Children who have graduated or have been declined do not show up in this report.



Living Hope Ministries International

Child Information Report

Date Printed 8/27/2009 4:09:10 PM

Living Hope Ministries, Int'l
P.O. Box 2765
Acworth, GA 30102

Stasi Awuor Wasonga - 10001

Status: THC Resident
THC Entry Date: 2/15/2008
BirthDate: 12/5/1991
Birth Location: Kwa
Gender: Female
Tribe: Luo

-

Languages Spoken:
English
Luo
Swahili

Parent Information
Father's Name: Cerilus Wasonga Bwana
Burial Date & Location: 1/9/2000 Kwa- sublocation
Mother's Name: Mary Auma Bwana
Burial Date & Location: 5/12/2002 Kwa- sublocation

Location Information
Province: Nyanza
District: Migori
Division: Suba East
Location: Rabuor
Town: Migori

Contact Information Contact is Guardian
ID Number:
Name: Bonface Bwana
Relationship: Brother
Phone:
Box Number: 215 Suna
Residence: Seme

Chief Information
Chief Name: Philip Kisiagro Otieno
Location: Suna- Rabour
Box Number: 258 Surea

Public Information
Stasi is growing stedily in the fear of the Lord and the public are giving God the glory of what He is doing in her life.

-

General Health
She is doing well health wise.

Interviewer's Comments
She is active and doing well in school

Child List

The child list includes only the name and child ID of all the children. This report is sorted by Child ID. Children who have graduated or have been declined do not show up in this report.

Living Hope Ministries International

Child List

Date Printed 8/27/2009 4:10:18 PM

Living Hope Ministries, Int'l
P.O. Box 2765
Acworth, GA 30102

10001 Stasi Awuor Wasonga
10002 Gregory Olouch Odhiambo
10003 Mercy Aoko Opando
10004 Edgar Mandela Otieno
10005 Maurice Odhiambo Otieno
10006 Dorothy Awino Osiaga
10007 Vincent Otieno Otieno
10008 Jecinter Achieng Ouma
10009 David Otieno Ouma
10010 Samuel Onyango Alwala
10011 John Oluoch Ochola
10012 Bonface Odhiambo Odera
10013 George Otieno Ogut
10014 Kennedy Olonde
10015 Gilbert Otieno Omenda
10016 Isack Otieno Omenda
10017 George Onyango Ongoso
10018 Molly Awino Onyango
10019 Lavender Achieng Opiyo
10020 Kennedy Osonga Ogutu
10021 Beatrice Akinyi Ogutu
10022 Tobias Ochieng Ogutu

Sponsored Child Report (by Child)

This is a list of all the children who have sponsors. This list is sorted by Child ID.

Living Hope Ministries International

Sponsored Children Report

Date Printed: 8/27/2009 4:10:54 PM

Living Hope Ministries, Int'l
P.O. Box 2765
Acworth, GA 30102

Child ID	Child Name	Sponsor ID	Sponsor Name
10049	Lwanda , George		
		3	Abee, James & Rhonda
10050	Nyarwanda , Joseph		
10051	Aura, Beatrice		
		120	Cole, June
		198	McNair, William & Sibyl
10052	Owade, Everlyne		
		278	Walker, Tom & Andi
10053	Aura, Josphine		
		206	Fusion Group - Cheryl Baldwin - WBC
10054	Amwayi, Lorain		
		4	Adams, John & Stephanie
		48	Spaulding, Barbara
10055	Ouma, Alice		
		74	Fusion Group - Geoff Sprague - WBC
10056	Omenda, Ruth		
		287	Westfall, Francis
10057	Ouma, Linet		
10058	Abonyo, Beatrice		

Unsponsored Children Report

This is a list of all the children who do not currently have sponsors. This list is sorted by Child ID.

Living Hope Ministries International

Unsponsored Children Report

Date Printed: 4/23/2010 11:03:11 AM

Living Hope Ministries, Int'l
P.O. Box 2765
Acworth, GA 30102

Child ID	Child Name
10003	Opando, Mercy Aoko
10025	Okinyi , Stephen Otieno
10029	Owiyo , Erick Ouma
10034	Junga , Samuel Odhiambo
10046	Okumu , David Odhiambo
10047	Olal , Lawrence Odero
10057	Ouma, Linet Akoth
10058	Abonyo, Beatrice Achieng
10065	Otieno, Joice Atieno
10068	Oguma, Maurine Achieng
10075	Ouma, Everlyne Akinyi
10080	Owino, Belinda Adhiambo
10086	Otieno, Steven Odiwnor
10087	Olal, Emily Awino
10088	Okong'o, Maren Atieno
10089	Airo, Benard Ochieng
10090	Omondi, Coleata Akoth
10091	Otieno, Polycap Ouma
10092	Otieno, Pasiphic Awuor

Labels

Labels will be using Microsoft Word format. In order to run labels you must have Microsoft Word installed on your local machine. Labels currently print in a 3x10 standard label format. After selecting "Create Labels", a document is created by the server and sent to your computer. Microsoft Word will be opened on your machine with the specified labels. You may save and/or print this document.

LHMI Sponsor Labels

Select Label

- (•) Labels - Current Sponsors
- ( ) Labels - Non-Current Sponsors
- ( ) Labels - All Sponsors
- ( ) Labels - Late Payments

[Create Labels]

Current Sponsors – creates a list of labels of all currently active sponsors.

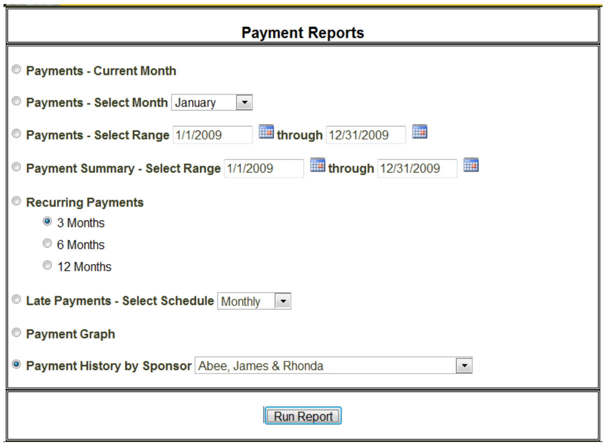
Non-current Sponsors – creates a list of labels of all sponsor who are not currently assigned to a child.

All sponsors – creates a list of labels of all sponsors, whether they are currently sponsoring a child or not.

Late Payments – creates a list of all sponsors who are currently late with their sponsor payments. "Late" is determined by the payment schedule field on the sponsor record and the associated days late field on the payment schedule record.

Payment Reports

When you select Payment reports from the report menu, the following window appears. Select the desired report with the desired options and press the Run Report button.



Current Month

This displays a report of all payments with the current month.

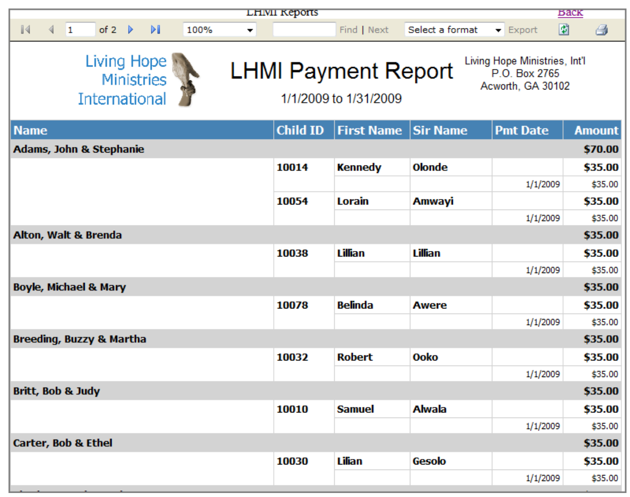
Select a Month

This displays a report of all payments within the selected month.

Select a Date Range

This displays a report of all payments within the selected date range.

Current month, select a month and select a date range, all have the same report format, except the date range is different. The payments are sorted by Child within sponsor. The reports looks like this:



LHMI Reports

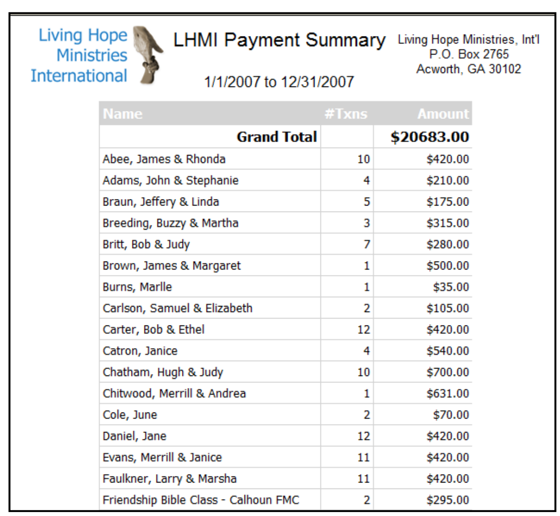
Living Hope Ministries International — LHMI Payment Report — Living Hope Ministries, Int'l, P.O. Box 2765, Acworth, GA 30102

1/1/2009 to 1/31/2009

Name	Child ID	First Name	Sir Name	Pmt Date	Amount
Adams, John & Stephanie					$70.00
	10014	Kennedy	Olonde		$35.00
				1/1/2009	$35.00
	10054	Lorain	Amwayi		$35.00
				1/1/2009	$35.00
Alton, Walt & Brenda					$35.00
	10038	Lillian	Lillian		$35.00
				1/1/2009	$35.00
Boyle, Michael & Mary					$35.00
	10078	Belinda	Awere		$35.00
				1/1/2009	$35.00
Breeding, Buzzy & Martha					$35.00
	10032	Robert	Ooko		$35.00
				1/1/2009	$35.00
Britt, Bob & Judy					$35.00
	10010	Samuel	Alwala		$35.00
				1/1/2009	$35.00
Carter, Bob & Ethel					$35.00
	10030	Lilian	Gesolo		$35.00
				1/1/2009	$35.00

Payment Summary

This displays a summary report of all payments within the selected date range, sorted by sponsor. The grand total of the payment summary is displayed in the top of the report.



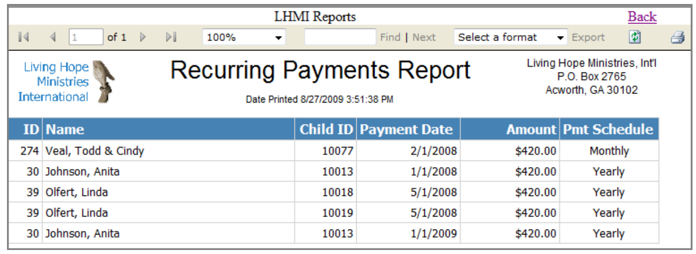
Living Hope Ministries International — LHMI Payment Summary — Living Hope Ministries, Int'l, P.O. Box 2765, Acworth, GA 30102

1/1/2007 to 12/31/2007

Name	#Txns	Amount
Grand Total		$20683.00
Abee, James & Rhonda	10	$420.00
Adams, John & Stephanie	4	$210.00
Braun, Jeffery & Linda	5	$175.00
Breeding, Buzzy & Martha	3	$315.00
Britt, Bob & Judy	7	$280.00
Brown, James & Margaret	1	$500.00
Burns, Marlle	1	$35.00
Carlson, Samuel & Elizabeth	2	$105.00
Carter, Bob & Ethel	12	$420.00
Catron, Janice	4	$540.00
Chatham, Hugh & Judy	10	$700.00
Chitwood, Merrill & Andrea	1	$631.00
Cole, June	2	$70.00
Daniel, Jane	12	$420.00
Evans, Merrill & Janice	11	$420.00
Faulkner, Larry & Marsha	11	$420.00
Friendship Bible Class - Calhoun FMC	2	$295.00

Recurring Payments

This report displays a list of sponsors who have paid 3, 6, or 12 months in succession (depending on the report options selected) at one time including the Year and Month the payment was made. This report is sorted by payment date.



LHMI Reports Back

Living Hope Ministries International

Recurring Payments Report

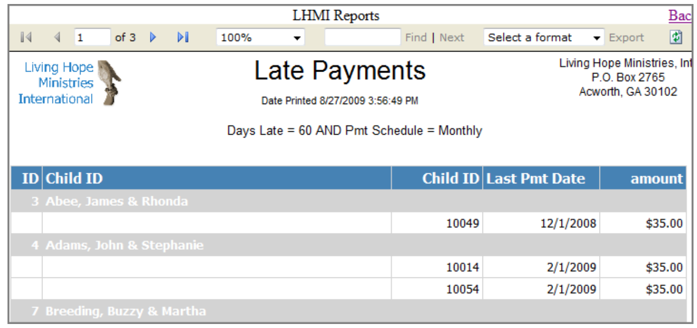
Date Printed 8/27/2009 3:51:38 PM

Living Hope Ministries, Int'l
P.O. Box 2765
Acworth, GA 30102

ID	Name	Child ID	Payment Date	Amount	Pmt Schedule
274	Veal, Todd & Cindy	10077	2/1/2008	$420.00	Monthly
30	Johnson, Anita	10013	1/1/2008	$420.00	Yearly
39	Olfert, Linda	10018	5/1/2008	$420.00	Yearly
39	Olfert, Linda	10019	5/1/2008	$420.00	Yearly
30	Johnson, Anita	10013	1/1/2009	$420.00	Yearly

Late Payments

Late payment is dependent on the payment schedule of the sponsor and the days late. This report shows the sponsor and which sponsored child the payment is late for.



LHMI Reports

Living Hope Ministries International

Late Payments

Date Printed 8/27/2009 3:56:49 PM

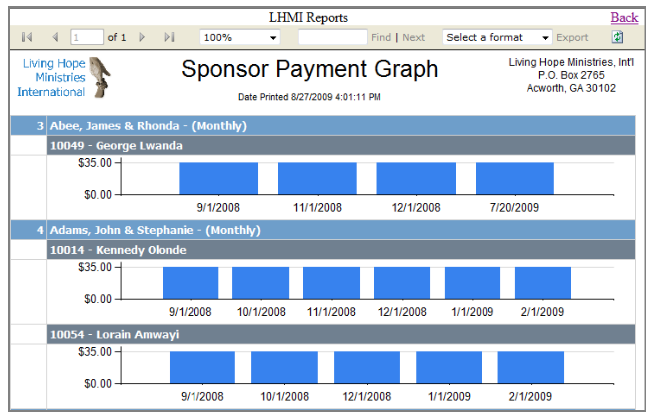
Living Hope Ministries, Int
P.O. Box 2765
Acworth, GA 30102

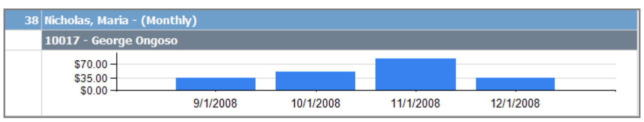
Days Late = 60 AND Pmt Schedule = Monthly

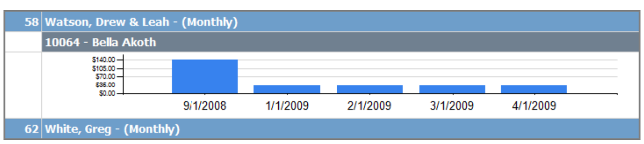
ID	Child ID	Child ID	Last Pmt Date	amount
3	Abee, James & Rhonda			
		10049	12/1/2008	$35.00
4	Adams, John & Stephanie			
		10014	2/1/2009	$35.00
		10054	2/1/2009	$35.00
7	Breeding, Buzzy & Martha			

Payment Graph

This report graphs the payment amounts for each sponsor by child. This report is useful to visually spot payment discrepancies. Payment Graph displays information for the last 12 months. (Current date minus 365 days)

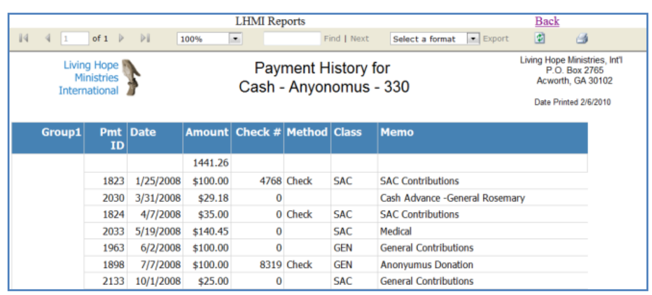






Payment History by Sponsor

This report displays the entire giving history of the selected sponsor.



LHMI Reports Back

Living Hope Ministries International

Payment History for
Cash - Anyonomus - 330

Living Hope Ministries, Int'l
P.O. Box 2765
Acworth, GA 30102

Date Printed 2/6/2010

Group1	Pmt ID	Date	Amount	Check #	Method	Class	Memo
			1441.26				
	1823	1/25/2008	$100.00	4768	Check	SAC	SAC Contributions
	2030	3/31/2008	$29.18	0			Cash Advance -General Rosemary
	1824	4/7/2008	$35.00	0	Check	SAC	SAC Contributions
	2033	5/19/2008	$140.45	0		SAC	Medical
	1963	6/2/2008	$100.00	0		GEN	General Contributions
	1898	7/7/2008	$100.00	8319	Check	GEN	Anonyumus Donation
	2133	10/1/2008	$25.00	0		SAC	General Contributions

QB (QuickBooks)

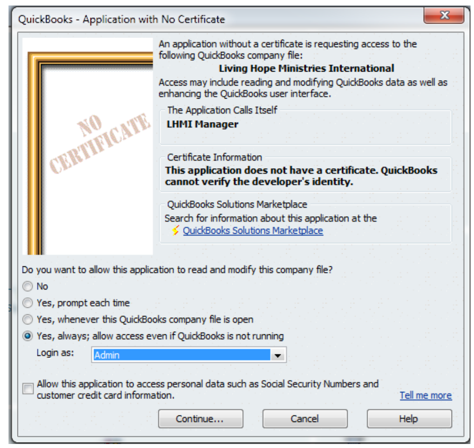
You must have QB running on the same machine with the LHMI Admin application.

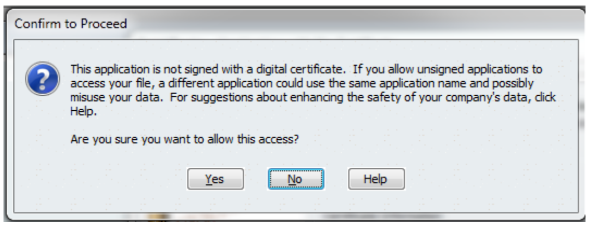
A general note on working with QB. Many of these procedures take longer than you would expect. These functions pull the entire sponsor list with all sponsor data and the entire payment history from Quickbooks. Please be patient until a message comes up either saying the process is complete, or that there was an error.

Initial Setup

The first time lhmiAdmin.org accesses Quickbooks, you must grant LhmiAdmin access. Open Quickbooks that LhmiAdmin will be using and sign in as Admin. Go to one of the windows that access Quickbooks and execute that function. QB->Sponsors->Import Sponsors from QB is a good one to do.

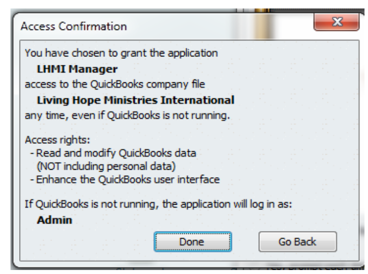
After you choose "Import", go back to Quickbooks. You will see the following window. This window is saying that LHMI Manager wants access to the Living Hope Ministries Quickbooks file. You should select "Yes, Always; allow access even if QuickBooks is not running. Change the Login as to Admin.





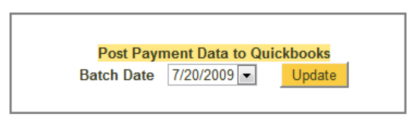
Then you get a confirmation window. Select Yes.

Finally you get a summary window, which shows you the options that you have selected. After LhmiAdmin finishes the process, you can close Quickbooks. The next time Quickbooks will automatically open, without doing this process.

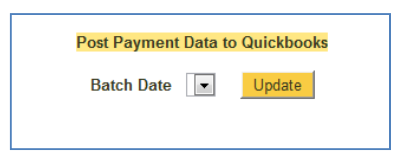


Post Deposits to QB

After payments have been entered, you must post them to QB. After payments have been posted to QB, they cannot be changed.



Pick the batch date you would like to post, and all the payments with that date will be posted to QuickBooks. After posting, the batch date will no longer appear in the list box. You are not allowed to change a payment after it has been posted to QB.



If there are no dates listed in the Batch Date Drop down list box, there are no batches that have not been posted to Quickbooks.

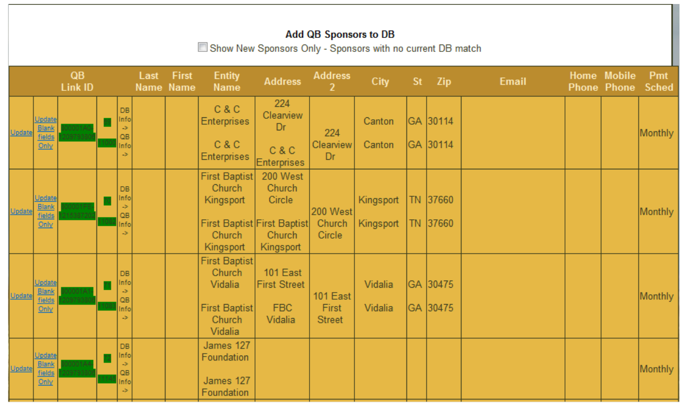
As of now, I think that changes to payment should be done via a separate payment. For example, if a sponsor made a payment of $35 and then the payment bounced. You would have 2 payment records, one for a negative amount.

Sponsor	ChildID	Amount	Check Nbr	Method	Memo	Class
John Doe	10000	$35.00	1234	Check		SAC
John Doe	10000	-$35.00	1234	Check	NSF	SAC

Import Sponsors from QB

This screen imports all customer records from Quick books into a temporary import table. The Delete function allows you to delete everything from the temporary import table before beginning your current import. You should always select Delete first. Then select import, a message will be displayed when it is complete.

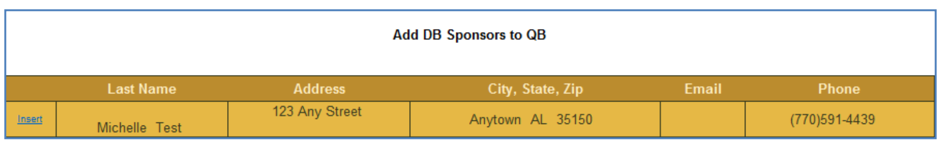
Review Imported Sponsors



After you import customer records from QB into the temporary import table, use the Review Imported Sponsors to sanity check the new customers before you add them to the production tables. Information that is different in the DB from QB will be highlighted. You can choose to “update”, which will update the whole record, or “update blank fields only”. When there is no matching DB in the update link will change to ”insert”. A green QB Link ID means that the record already exists in the database, a red QB Link ID indicates that the record is new. Checking the “Show New Sponsors Only” checkbox will remove all Sponsors that are already in the database.

Add Sponsors from the Database to Quickbooks

If Sponsors have been added to the database, you must update Quickbooks with the new sponsor information before posting a deposit batch that contains payment information for that sponsor. From the menu select QB->Sponsors->Export Sponsors to QB. If a window comes up that looks like the following with no buttons or data, there are no new sponsors in the database that are not in Quickbooks. However if sponsors appear, you will need to select insert for each sponsor that you wish to insert the data into Quickbooks. As the rows are inserted into Quickbooks, they will disappear from the data grid. When there are no more records, the data grid will disappear.



Import Payment from Quicken

This utility works much the same way as the Import Sponsors from Quickbooks. The first step deletes payment information from the temporary payment import table. The second step retrieves the payment information from Quickbooks and stores it in a temporary payment import table.

This is a utility written to import payment from Quicken into the DB. I don't see this being used very much. Payments generally should be entered into LHMI Admin and pushed into QuickBooks, not pulled from QB which is what this utility does. This utility was written to be able to update the database before the database went live.

Review Imported Payments

After the payments are imported from Quicken, they are stored in the Payment Import table. This page allows you to move the payments into the production table, by either copying the whole payment, or just updating the blank fields of the payment. You can select "Show new payments only", "Do NOT show Bank Fees/Interest fees", "Hide Bank Acct Column" and "Hide QB transaction ID Column" at the top of the window. This allows you to quickly see what needs to be inserted into the production tables from the temporary import tables. This utility won't be used much either.

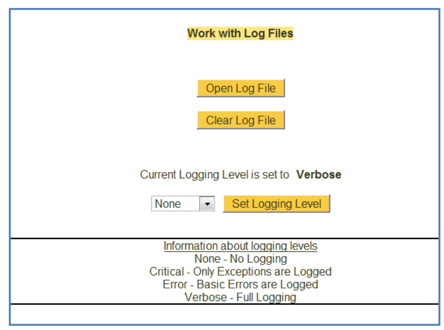
Add QB Payments to DB

☐ Show New Payments Only - Payments with no current DB match
☑ Do not show Bank Fees or Interest Income Transactions
☑ Hide Bank Acct Column
☑ Hide QB TxnID Column

				Name	Pmt Date	Amount	Check Nbr	Memo	Method	Class
	Insert	45833 - 0	DB-> QB->	Adams, John & Stephanie Adams Johnathan N.	1/7/2008	$70.00	1329		Check	SAC
	Insert	45838 - 0	DB-> QB->	Anderson, Marilyn Anderson Marilyn Baily	1/7/2008	$140.00	6843		Check	SAC
	Insert	45829 - 0	DB-> QB->	Cole, June Cole June H	1/7/2008	$35.00	3132		Check	SAC
	Insert	45823 - 0	DB-> QB->	Evans, Merrill & Janice Evans Merrell T.	1/7/2008	$35.00	7982		Check	SAC
	Insert	45819 - 0	DB-> QB->	Faulkner, Larry & Marsha Faulkner Larry & Marsha	1/7/2008	$35.00	4327		Check	SAC
	Insert	45820 - 0	DB-> QB->	Faulkner, Larry & Marsha Faulkner Larry & Marsha	1/7/2008	$50.00	4327		Check	General
	Insert	45822 - 0	DB-> QB->	Fusion Group - Linda Noffsinger - WBC Fusion Group - Linda Noffsinger	1/7/2008	$35.00	1411		Check	SAC
	Insert	45831 - 0	DB-> QB->	Lambert, Sam J. Lambert Sam J.	1/7/2008	$50.00	8152		Check	General
	Insert	45824 - 0	DB-> QB->	Milam, Joseph A. Milam Joseph A.	1/7/2008	$500.00	6363		Check	General
	Insert	45837 - 0	DB-> QB->	Osborne, Darin & Amy Osborne Darin & Amy	1/7/2008	$35.00	1332		Check	SAC

1 2 3 4 5 6 7 8 9 10 ...

Log File

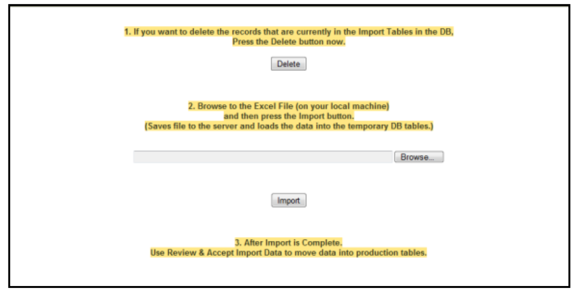


This allows you to work with the error logging file used by the classes that communicate with Quick Books. The Open Log file will open the file. It is a text file. It will be streamed to your client machine. Clear Log file will delete the contents of the log file. To find the location and name of the log file, look in the web.config file on the website in the appSettings section. Note that the file path needs to end with a '\'.

```
<add key="QBLogFilePath" value="<mypath\" />
<add key="QBLogFileName" value="LHMI_QB_Log" />
```

Set Logging Level will allow you to increase or decrease the amount of information recorded to the log file. The valid values for the logging level are none – no logging, critical – Only Exceptions, error – Basic errors are logged and verbose – full logging including informational type entries. If you delete the file on the server, the next time the website connects to Quickbooks, a new file will be created.

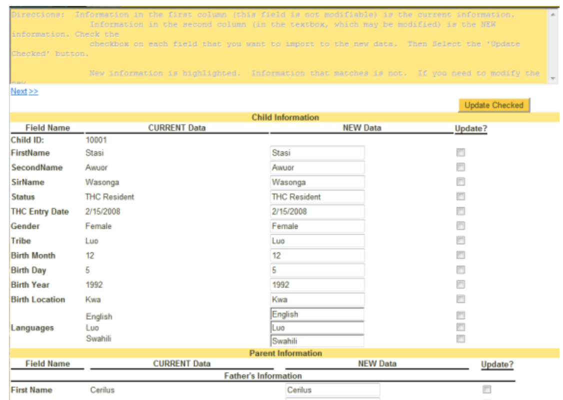
Admin



Import Data from Excel File

This page allows you to import an excel file from your local machine and load them into a temporary table in the database.

1. Delete the old information in the temporary tables. Normally you will always do this. If you do not, two sets of each record will be in the temporary table. After you select delete, a message saying the table has been deleted will be displayed below the delete button.
2. Select the Excel file that you would like to import by using the browse button. When the file is selected, press the import button to import the data into the temporary table. A message displays when the import is complete.
3. You must now go to the Admin->Review & Accept Import Data page to accept these changes into the live database tables.



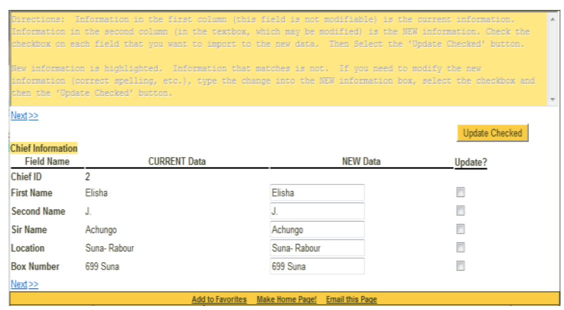
Review & Accept Child Import Data

This page is used to look at and verify information coming into the database from the excel file.

The information in the first column is not modifiable. This is the current information in the database. Information in the second column is the information in the temporary table that you imported in the step above. If you want to replace the current information with the new information, check the update checkbox beside the fields that you wish to update. After you are finished reviewing the whole child record select the Update Checked button on the upper right of the screen.

Information that is different from what's in the database is highlighted. Information that's the same is not.

You may also change the information in the second field. Whatever appears in the second field, will be the value that's updated in the database.



Review & Accept Chief Import Data

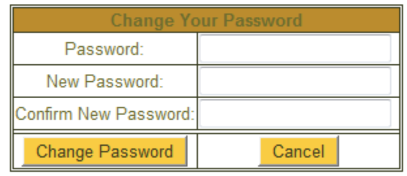
This page works the same as the Review & Accept Child Import Data.

Review & Accept Staff Prayer Request Import Data

This page works the same as the Review & Accept Child Import Data.

User

Change Password



Each user needs to change his/her password to something that they can easily remember. The change password window is located under user->Change Password. To change your password, type the old password in the first box, then type the new password in the following 2 boxes, then select the change password button.